

United States Environmental Protection Agency
POSITION DESCRIPTION COVERSHEET

1. DUTY LOCATION
Seattle, Washington

2. POSITION NUMBER
00037806

3. CLASSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Classify this Position

| | b. Title | c. Service | d. Series | e. Grade | f. CLC |
|--------------------------------|-------------------------|------------|-----------|----------|--------|
| Official Allocation | Environmental Scientist | GS | 1301 | 11 | |
| 4. SUPERVISOR'S RECOMMENDATION | | | | | |

5. ORGANIZATIONAL TITLE OF POSITION (if any)
Environmental Scientist

6. NAME OF EMPLOYEE
Theogene Mbabalije

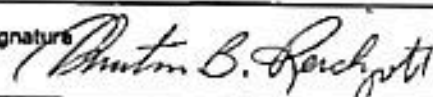

7. ORGANIZATION (give complete organizational breakdown)

| | |
|--|--|
| a. U. S. ENVIRONMENTAL PROTECTION AGENCY | e. |
| b. Region 10 | f. |
| c. Tribal and Office of Ecosystems, Public Affairs | g. |
| d. NEPA Review Unit | h. EPAYS Organization Code 91088000 |


8. SUPERVISORY/MANAGERIAL DESIGNATION

- ☐ [S] First or Second level supervisor: An individual who performs supervisory work and managerial responsibilities that require accomplishment of work through combined technical and administrative direction of others and meets the requirements for coverage as described in the General Schedule Supervisory Guide.
- ☐ [A] An individual (as defined in Section 7103(a)(10) of Title V of the U.S. Code) who is authorized to hire, direct, assign, promote, reward, transfer, lay off, suspend, discipline, or remove one or more employees, or effectively recommend such action. The exercise of this responsibility is not routine or clerical in nature, but requires the consistent exercise of independent judgment.
- ☐ [M] A manager who directs the work of an organization; is accountable for the success of line or staff programs; monitors, evaluates, and adjusts program activities; and performs the full range of duties outlined in the General Schedule Supervisory Guide. May also include deputies who fully share responsibility for managing the organization or who serve as an alter ego to the manager.
- ☐ [B] A management official (as defined in Section 7103(a)(11) of Title V of the U.S. Code) who formulates, determines or influences an organization's policies. This means creating, establishing, or prescribing general principles, plans, or courses of action for an organization; or bringing about a course of action for the organization. Management officials must actively participate in shaping the organization's policies not just interpret laws and regulations give resource information or recommendations or serve as experts or highly trained professionals who implement or interpret the organization's policies and plans.
- ☐ [T] "Team Leader" This position meets the requirements for coverage under Part II of the General Schedule Leader Grade Evaluation Guide.
- ☒ [N] None of the above applies. This is a non-supervisory/non-managerial position.

9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

| | |
|---|--|
| a. Typed Name and Title of Immediate Supervisor Christine B. Reichgott, Program Manager | d. Typed Name and Title of Second-Level Supervisor Michelle Pirzadeh, Director Office of Ecosystems, Tribal & Public Affairs |
| b. Signature  | e. Signature  |
| c. Date 3/28/06 | f. Date 3/1/06 |

10. OFFICIAL CLASSIFICATION CERTIFICATION

| | | |
|--|--|--|
| a. <input type="checkbox"/> This position has no promotion potential. <input checked="" type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade: <u>GS-12</u> | b. Fair Labor Standards Act <input type="checkbox"/> Nonexempt <input checked="" type="checkbox"/> Exempt | c. Functional Code |
| d. Bargaining Unit Code 0095 | e. Check, if applicable: <input type="checkbox"/> Medical Monitoring Required <input type="checkbox"/> Extramural Resources Management Duties (<u> </u> % of time) <input type="checkbox"/> This position is subject to random drug testing (<u> </u>) | f. Signature  |
| g. Date 3-6-06 | | |

11. REMARKS

EPA Region 10
Position Description Coversheet
ETPA-2006-N-0006

DUTY LOCATION

POSITION NUMBER

00037806

CLASSIFICATION ACTION:

State the standard, series and date, used to classify this position.

Name of Employee Mbabaiya, Theogene
Official Allocation Title ENVIRONMENTAL SCIENTIST
Service GS Series 1301 Grade 11 CLC
Organizational Title of Position (if any) ENVIRONMENTAL SCIENTIST
Organization
91068000
Office of Ecosystems, Tribal & Public Affairs
NEPA Review Unit
Seattle, Washington

SUPERVISORY/MANAGERIAL DESIGNATION

- S. First or Second level supervisor: An individual who performs supervisory work and managerial responsibilities that require accomplishment of work through combined technical and administrative direction of others; and which constitute a major duty occupying at least 25% of their time. Such supervisory managerial authorities include assigning and reviewing work on a daily, weekly or monthly basis; assuring that production and accuracy requirements are met; approving leave; recommending performance standards and ratings, and exercising 4 of the 5 authorities and responsibilities described at Level 3-2c in the General Schedule Supervisory Guide.
- A. An individual (as defined in Section 7103(a)(10) of Title V of the U.S. Code) who is authorized to hire, direct, assign, promote, reward, transfer, lay off, suspend, discipline, or remove one or more employees, or effectively recommend such action. The exercise of this responsibility is not routine or clerical in nature, but requires the consistent exercise of independent judgment.
- M. A manager who directs the work of an organization; is accountable for the success of line or staff programs; monitors, evaluates, and adjusts program activities; and performs the full range of duties outlined in the General Schedule Supervisory Guide. May also include deputies who fully share responsibility for managing the organization or who serve as an alter ego to the manager.
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- T. "Team Leader" This position meets the requirements for coverage under Part II of the General Schedule Leader Grade Evaluation Guide.
- E. None of the above applies. This is a non-supervisory/non-managerial position.

SUPERVISORY CERTIFICATION

I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Requesting Supervisor

Christine B. Reichgott

02/06/2006

Name

Date

Office Director

Michelle Pirzadeh

02/07/2006

Name

Date

OFFICIAL CLASSIFICATION CERTIFICATION

1. This position has no promotion potential
2. If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to

Fair Labor Standards Act

Check if applicable

Functional Code

Bargaining Unit Code

Not Filled by the Employer

a. Medical Monitoring Required

b. Extramural Resources Management Duties (% of time).

ENVIRONMENTAL SCIENTIST
GS-1301- GS-12

Introduction

Incumbent serves as an Environmental Scientist in the NEPA Review Unit, Office of Ecosystems, Tribal and Public Affairs. Position provides staff level program management for EPA's responsibilities under Section 309 of the Clean Air Act and the National Environmental Policy Act.

MAJOR DUTIES

1. Review and comment in writing on federal environmental impact statements (EIS) and other NEPA documents as needed. Conduct EPA's internal NEPA document review process and coordinate with EPA technical staff and managers to ensure that comments on NEPA documents are mailed to the lead agency by the end of the EIS comment period and that the comments reflect EPA regional and national policy.
2. As resources allow, work with federal agencies developing environmental impact statements to realize sustainable solutions, maximize environmental benefits and eliminate unacceptable environmental impacts.
3. Arrange and attend meetings as appropriate with Federal and State Agencies, environmental groups, citizen groups and other organizations to address relevant issues surrounding NEPA.
4. Research and understand environmental principles associated with impacts from underground and surface mining operations, oil and gas exploration/development, public lands management and highway development projects as well as other types of projects.

KNOWLEDGE REQUIRED BY THE POSITION

Level 1-7, 1250 Points

- Knowledge of environmental principles associated with impacts from underground and surface mining operations, oil and gas exploration/development, public lands management and highway development projects in order to work with federal agencies developing environmental impact statements to realize sustainable solutions, maximize environmental benefits and eliminate unacceptable environmental impacts.
- Knowledge of current federal and state statutes (e.g. the Clean Water Act and Clean Air Act), program regulations, court decisions, national and regional policy and guidance, and an ability to keep current with changes

and new developments in applicable federal environmental statutes and regulations.

- Knowledge of and experience in ecosystem management principles and familiarity with various environmental laws, programs and policies to review, analyze, evaluate and summarize environmental, scientific and technical information, issues, policies or procedures.
- Skill in Project Management to successfully carry out multiple projects simultaneously, work under pressure and meet various deadlines.
- Comprehensive knowledge of the roles and responsibilities of various EPA programs and other Federal/State agency programs to provide effective technical, policy and regulatory advice to managers on complex and highly visible or politically sensitive environmental issues.
- Skill in negotiating effectively with a wide variety of interested and affected parties, creating and maintaining effective working relationships with tribes, other government agencies, industry and EPA programmatic staff.
- Skill in effective oral and written communication in order to convey technical, complex information and sometimes controversial issues to professional and general audiences

SUPERVISORY CONTROLS Level 2-4, 450 Points

The supervisor sets the overall assignment objectives, program emphasis, and resources available. The environmental scientist and supervisor, in consultation, develop the deadlines, projects, and work to be done. The employee is responsible for planning and carrying out assignments; resolving conflicts which arise; coordinating the work with others; and interpreting policy on own initiative in terms of established objectives.

Decisions and recommendations are accepted as technically accurate. Incumbent will seek assistance and advice from peers and supervisor regarding policy implications with far-reaching impact. The work is periodically reviewed to see that it conforms to established policies and conformance with objectives of the assignment. The work is seldom reviewed by the supervisor for technical accuracy.

GUIDELINES Level 3-4, 450 Points

Guidelines include the broad EPA regional and national guidelines, policy and procedures, and state laws and regulations, agency and, compendium of adjudicatory decisions, compendium of regulatory and policy interpretations and standard material such as technical manuals and literature. The incumbent exercises judgment, in selecting which guidelines to apply and in adapting

guidelines to specific conditions or circumstances. Where guidelines are not available, the incumbent is expected to consult with peers and other technical and program specialists in Regions and Headquarters to apply independent judgment and make recommendations to the decision maker.

COMPLEXITY Level 4-5, 325 Points

The assignments for the Environmental Scientist under the NEPA Review Unit are complex because of the nature of the law, the interrelationship between EPA, other federal agencies and state agencies, regarding surface mining operations, oil and gas exploration/development, public lands management and highway development projects. Assignments are diverse and require the guidance and leadership necessary to resolve matters which are moderately complex, controversial, or which set general precedent; or involve delicate coordination or negotiation of major consequences. Decisions regarding accomplishment of the work are complicated by complex and highly visible or politically sensitive environmental issues.

SCOPE AND EFFECT Level 5-4, 225 Points

The purpose of the work is to review and comment in writing on federal environmental impact statements (EIS) and other NEPA documents as needed, and to conduct EPA's Internal NEPA document review process and coordinate with EPA technical staff and managers. The employee's work significantly affects the Agency's mission to protect surface and groundwater, protect air quality, prevent contamination of public lands, and restore contaminated lands. The purpose of the position is to provide expertise as a specialist in a particular field by furnishing advisory, planning, or reviewing services on specific problems, projects, programs, and functions. Work includes the development of criteria, procedures or instructions for major Agency activities. Recommendations and findings are often used as a basis of action by others.

PERSONAL CONTACTS, Level 6-3, 60 Points

Contacts include Agency personnel, staff from other agencies, contractors, private industry, academia, and public groups. Typically, some of these contacts are likely to embrace points of view and positions that differ from those of the Agency in fundamental ways.

PURPOSE OF CONTACTS Level 7-2, 50 Points

The purpose of contacts is to collect and exchange information, consult on problems, defend approaches, negotiate differences, and resolve problem areas or controversies. Success is achieved by an ability to understand, influence, and motivate persons or groups. The employee must be skilled in approaching the individual or group in order to obtain the desired effect, by persuasion or negotiation. Information is often gained by establishing rapport with individuals who have demonstrated elements of an adversarial relationship.

PHYSICAL DEMANDS Level 8-1, 5 Points

The work is primarily sedentary, although some walking, bending, or lifting may be required during field work.

WORK ENVIRONMENT Level 9-1, 5 Points

Work is generally performed in an office setting, although some field visits may be necessary.

Total Points = 2820

The following are required for this position: (please check the appropriate item{s}).

- ☐ Medical Monitoring
- ☐ Credentials
- ☐ Inspector Training
- ☐ Basic Project Officer Training
- ☒ Contract Administration Training

STATEMENT OF DIFFERENCE

Factor 1 - Knowledge Required by the Position FL 1-7 1250 pts.

Knowledge of principles, theories, and practices of a combination of several physical science fields with no one field predominant, or a specialized field of physical science not identified with other existing series. Sufficient knowledge to adapt precedents, make significant departures from previous approaches, accommodate unique requirements, and determine methods to use in evaluating and interpreting significance of results.

Knowledge of laws and regulations relating to specialty area sufficient to evaluate potential impact of results. Knowledge of principles and skill in applying highly specialized instruments, techniques, and/or mathematical models used in specialty area, sufficient to evaluate their use and efficacy on areas of concern.

Skill in developing and modifying analytical methods to make determinations in specialty area, including responding to complex technical questions or solving unprecedented problems.

Factor 2 - Supervisory Controls FL 2-4 450 pts.

Supervisor assigns work without indicating which methods and procedures to use. Employee plans and carries out the work, resolving most technical problems, and coordinating with clients served. Keeps supervisor informed of progress and major problems. Results and conclusions are reviewed for technical soundness and effectiveness in fulfilling requirements.

Factor 3 - Guidelines FL 3-3 275 pts.

Guidelines include technical references, methodology manuals, established laboratory practices, work directives, and agency policies. Employee uses judgment to evaluate and select appropriate guides and to modify and adapt them to accommodate specialized requirements or unusual assignment factors.

Factor 4 - Complexity FL 4-4 225 pts.

Assignments include variety of studies and projects directed towards the solution of problems. Complexities include limited information as to what approaches and methods to use, unusual analytical requirements, and lack of relevant literature. Adaptation and modification of methods are usually necessary.

Factor 5 - Scope and Effect FL 5-3 150 pts.

Work involves variety of problems, questions, or conditions that may be solved by using established practices. Work affects reliability and acceptability of subsequent products, including program, resource, and product forecasts, and design and scientific adequacy of the unit's programs.

Factors 6 - Personal Contacts FL 6-3 60 pts.

Contacts are with scientists, technicians, program and administrative officials, from within and outside the agency.

Factor 7 - Purpose of Contacts FL 7-2 50 pts.

Contacts are made to obtain additional information about the assignment or to clarify the problem to be solved, the data needed, and to report the results. Contacts with others are also to discuss methodological problems and possible solutions.

Factor 8 - Physical Demands FL 8-1 5 pts.

Work is primarily sedentary.

Factor 9 - Work Environment FL 9-1 5 pts.

Work is primarily conducted in an office setting.

TOTAL = 2,470 pts